MEADOWS AT MORRIS FARM
BOARD OF DIRECTORS MEETING
June 28, 2022

BOARD AGENDA & REPORT

I. CALL TO ORDER (7:02 pm)

II. ROLL CALL/ESTABLISH QUORUM

Dana Alexy, President – Present
Sunny Son, Vice President – Present
Douglas Allen, Director at Large – Present
Kim Sullins, Treasurer – Present
Leon Davidson, Secretary – Absent

Holly Gibson, Community Manager – Present

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES **(May 2022 and Written Consent in Lieu – June 9, 2022 – *ACTION REQUIRED*)**

- **MOTION by Ms. Alexy and seconded by Ms. Son to approve the minutes as amended. All in favor.**
- Written Consent in Lieu – June 9th – Cancellation of Original Umbrella Liability Policy and approval of Greenwich $5 Million Policy.
  MOTION by Ms. Alexy and seconded by Mr. Allen to ratify the email motion made to approve the unanimous written email consent approving the Greenwich proposal for umbrella insurance, effective June 1, 2022, in the amount of $3,497.00 and cancelling of the Nautilus Umbrella Policy previously approved. All in favor.

The next Board meeting will be held July 26th, 2022.

V. ADMINISTRATIVE / OPERATIONAL BUSINESS

A. Due Process Checklist – **(Old Business – February 2022 – ACTION REQUIRED)**

Discussion re: draft Due Process Policy and draft violation list with due process timelines for the Boards' review. **The Board will provide final comments by Tuesday, July 5, 2022.**

B. Annual Inspections – **(Old Business – Awareness)**

The Annual Inspection has been completed and the letters were mailed June 3rd. A copy of the inspection report is included for the Board's review.

I. ASSOCIATION REPORTS
A. President's Report
B. Treasurer's Report

C. Activities Committee
D. Grounds Committee
E. Pool Committee
F. Communications Committee

VII. FINANCIAL MANAGEMENT – **(As Of May 31, 2022)**

A. Total Operating Cash was $182,273 against liabilities of $99,071. There was a PNC debit card purchase in the amount of $66.76 during this month. Of the liabilities amount, $57,845 represents Prepaid Owner Assessments.
B. Owner Receivables, including unpaid assessments and late fees, totals $13,132.
C. Association Investments total $1,479,955 with Reserves booked at $1,455,755.
D. Total Operating Expenses Year-to-Date is $3,474 under budget. Total Operating Income Year-to-Date is $1,193 under budget.
E. As of May 31, 2022, the Association had an un-audited surplus of $14,196 as compared to a budgeted surplus of $11,914.

Morgan Stanley Investment Recommendation – (Old Business – *ACTION REQUIRED*)

Ms. Sullins presented an email vote on June 8th to increase the $27,000 CD (matures on June 27) to $30,000 per the recommendation from Hamilton Clark/Morgan Stanley. As there was not a unanimous vote, the Board should consider this motion in this meeting.

MOTION by Ms. Sullins and seconded by Ms. Son: To rescind the May 31, 2022 motion to reinvest $27K of cash into a 3-year CD in June 2022 AND to approve the reinvestment of $30K of cash into a 3-year CD after June 27, 2022. All in favor.

VIII. RESIDENT OPEN FORUM Each homeowner present may express their concerns for up to three (3) minutes. Members of the Board may give a brief response.

Homeowner at XXXX Yellow Hammer Drive present to request an extension to a violation letter; Ms. Alexy advised him to contact Holly Gibson with the request and provided an overview of the process.

Homeowner at XXXXX Flicker Court present to request Board attention to a tree that is in danger of coming down on his property. Ms. Alexy advised him that his request is on the agenda to be discussed in Executive Session.

II. LANDSCAPING, GROUNDS & IRRIGATION

A. Proposals – ***(Old and New Business – ACTION REQUIRED)***

a. Catbird Trail – Rock Border **(Old Business – ACTION REQUIRED)**

HLS has submitted a proposal for adding a rock border to the other side of the entry to Catbird Trailhead to match the opposite side.

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Decision: Board noted the proposal is not accepted; request another solution to prevent washout of mulch.

b. Irrigation Repairs **(New Business – ACTION REQUIRED)**

HLS has submitted the below quotes for irrigation repairs needed throughout the community.

1. Peacock Park:	#10608 - $1,182.35
2. Pool House:	#10610 - $412.72
3. Song Sparrow/Rollins Ford:	#10612 - $559.49
4. Yellow Hammer/Rollins Ford:	#10613 - $1,991.78

MOTION by Ms. Sullins, seconded by Ms. Alexy, to approve the irrigation repairs as proposed.

Vote aye: Ms. Alexy, Mr. Allen, Ms. Sullins
Vote nay: Ms. Son
Motion passes 3-1

c. Tree Replacement **(Old Business – ACTION REQUIRED)**

HLS has submitted a proposal for tree replacement in the areas where trees have been removed.

Board decision is to table the discussion until the Grounds Committee can make a recommendation. Target the August 9, 2022 Admin Meeting to discuss priorities and allocate funds for highest priorities.

d. Trailhead Sign Project **(Old Business – ACTION REQUIRED)**

In an email dated 6/2, Griffin Bennett advised that the prices for the trailhead signs were lower than he originally calculated and supplied an updated spreadsheet with the costs. The total cost based on this spreadsheet is:

• Graphic Idea 1 w/extra sticker	$928
• Graphic Idea 2 w/extra sticker	$1,058

MOTION by Ms. Alexy and seconded by Ms. Son to approve the proposal for trailhead signs with Graphic Idea 2 with extra sticker, not to exceed $1200. Vote: All in favor.

B. General Maintenance at Peacock Park and Pool House – **(Old Business – Awareness)**

a. Verandas at Peacock Park – Management working on obtaining proposals and expects to have them available for the July meeting.

b. Missing picket on the deck at Peacock Park – Management working on obtaining proposals and expects to have them available for the July meeting.

c. Pool House Supply Room Doors – Exterior Medics will rehab the doors with the exterior beam replacement work.

d. Pool House Refrigerator – A 2.7 c.u. Hissan mini refrigerator was purchased from Lowe's at a cost of $156.90.

I. STORM WATER PONDS – ***(Old Business - December 2021 – ACTION REQUIRED)***

A. PWC Storm Water Pond Maintenance – Addition to Contract

HLS has submitted a proposal for the upkeep and maintenance to the areas around the stormwater ponds that require seasonal maintenance. Upon approval, this additional work will be added to the annual contract as a change order and will be invoiced monthly with the regular maintenance.

Discussion: Board requests language to clarify that the proposed cost is an annual cost (not per semi-annual service), add specificity on services performed, and add language that services will be reasonably performed to current applicable Prince William County regulations.

II. PLAYGROUNDS – ***(Old Business – Awareness and ACTION REQUIRED)***

A. Inspection by Metro Recreation ***(Old Business – Awareness)***

Metro Rec has completed the inspection of the playground equipment. The reports are included for the Board's review.

a. Brown Thrasher/Willet Way
   - Plastic kickplate is cracked.
   - Swing hardware needs adjustment.

b. Pool House Playground
   - Bolts on overhead climber and overhead Ladder were installed upside down.
   - There is a trip hazard at sidewalk.
   - Overhead climber is too high (92") and should be lowered to 84".

c. Peacock Park
   - Post for the overhead climber needs to be removed and re-installed so gap is not present.
   - Someone has cut grooves into the plastic area of the slide on the 36" platform.

B. Repair Proposals ***(New Business – Awareness and ACTION REQUIRED)***

Proposals for the required repairs were requested from several contractors:

1. Metro Rec – Declined to bid, too busy.

2. Playground Patrol – Plans to submit proposal next week.
3. Playground Specialists – Proposal submitted*.
4. Playmark – Awaiting proposal. Playmark only handles Eagle Play equipment which is the Brown Thrasher/Willett Way playground. No other contractors are bidding this work.

*Playground Specialists – Management discussed this proposal with Evan Mynatt.

MOTION by Ms. Alexy and seconded by Ms. Son to approve the Metro Rec and Playmark proposals as offered to perform playground repairs. Vote: All in favor

Discussion re: Playmark proposal amount to be coded for replacement reserves (2026 allocation for playground equipment repair/replacement). Mulch ("wood carpet") to be coded from the Operational budget (General Maintenance).

III. ASPHALT/CONCRETE WORK – ***(Old Business – Awareness)***

Jacob Banks/Brothers Paving completed a full assessment of the community and has supplied a scope of work and proposal for the areas that need to be addressed. Mr. Banks included any areas on sidewalks that were ¾" or higher that he considered trip hazards. No concrete apron work at courtyards was included as Mr. Banks felt the priority should be the areas that create safety hazards. Mr. Banks commented that the alleys and areas that the trash trucks travel on were not designed for the load they are bearing and many of the areas are "alligatored". The proposal and maps have been included for the Board's review.

Discussion: Board requests more information regarding scope of the concrete work (Holly to verify with VDOT who is responsible for the sidewalks). The Reserves are only funded for common area sidewalks, not all in the community. Holly has the action to seek proposals for concrete apron driveways for three events, per Reserve Study.

I. <u>POOL</u>

A. Pool Beam Repairs – ***(Old Business – February 2022 – Awareness)***

The color selection for the coil stock was selected (CD – Desert Tan/VM – Natural Almond) and submitted to Exterior Medics. They will advise installation time after receiving a ship date from their supplier.

B. Pool House Renovation – Loveless & Porter – **(Old Business – 2021 – Awareness)**

The plans have been approved by the County contingent on Contractor selection and License and payment of fees. Loveless & Porter is in the process of gathering bids from a number of contractors for the Board's review. Mr. Porter will be invited to participate in the meeting on July 12th to provide a rough order of magnitude.

XVI. EXECUTIVE SESSION

MOTION by Ms. Alexy, seconded by Mr. Allen, to move into Executive Session at 9:02 pm. All in favor.

MOTION by Ms. Alexy, seconded by Mr. Allen, to exit Executive Session at 10:04 pm.

MOTION by Ms. Alexy, seconded by Ms. Sullins, to approve the HLS approval to trim the leaning maple tree at XXXX Flicker Court. Vote: All in favor.

MOTION by Ms. Alexy, seconded by Ms. Sullins, to approve the HLS proposal to trim the trees encroaching on the property of XXXX Kingbird Court. Vote: All in favor.

XV. ADJOURN

MOTION to adjourn at 10:06 pm. All in favor.